

MSP



MANAGERIAL SELECTION PROCESS

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS DESIGNATED FOR MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **CHIEF, OFFICE OF MAINTENANCE & TRAFFIC ENGINEERING**

SALARY: **\$10,192 - \$11,578**

LOCATION: **DISTRICT 3- MARYSVILLE**

DIVISION: **DIVISION OF MAINTENANCE & TRAFFIC OPERATIONS**

FINAL FILING DATE: **JANUARY 21, 2016**

MSP NUMBER: **15MSP62**

DUTIES/RESPONSIBILITIES

Under the direction of the Deputy District Director for Maintenance and Traffic Operations, a Principal Transportation Engineer, the Supervising Transportation Engineer will be the Office Chief for the Office of Maintenance and Traffic Engineering. The incumbent is responsible for project management, project initiation and delivery of capital outlay support and major maintenance work. The incumbent will be responsible for managing all phases of the Planning and Capital Program functional support allocated to District 3 Office of Maintenance and Traffic Engineering including initiating and developing State Highway Operation and Protection Program (SHOPP), 5-year Highway Maintenance (HM), safety and operational improvement projects, and providing engineering and electrical design support.

Duties and activities include, but are not limited to:

- Capital Outlay Support: Provides direction and support to staff responsible for all aspects of electrical design support of Minor A/B and major projects in District 3 including signal design, lighting, ramp metering, traffic monitoring stations, and all other Traffic Operations Systems and electrical system design. This may also include electrical design support of special reservation projects such as statewide weigh in motion and weigh station improvement projects or other brokered work outside the District requiring electrical support.
- Provides direction and support to staff responsible for all traffic engineering support of Minor A/B and major projects in District 3 including signing and striping design, traffic handling plans, traffic management plans (TMP), traffic studies, and safety analysis. Also will be lead on the design and delivery of Minor A and B safety and operational improvement projects. May also provide traffic-engineering support of major projects in District 3 and for other brokered work.
- Maintenance: Provides direction and support of the District's 10-year SHOPP, 5-year HM, and Minor programs for Bridges, Pavements, Culverts, Americans with Disabilities Act (ADA), Roadside, and Facilities and development of candidate project lists in each program to meet District and Headquarter's performance goals.
- Provides direction and support for Landscape, Electrical and Freeway Maintenance Agreements, and Director's Orders that initiate repair for emergency events.
- Encroachment Permits: Provides direction and support for District encroachment permits. Resolve difficult permit issues and coordinate with Headquarters encroachment permits as necessary.
- Planning and Project Initiation: Provides direction and support to staff responsible for initiation and preparation of SHOPP, HM, safety, and operational projects programming documents (PID's). Also provides traffic-engineering support of programming documents developed by others such as traffic studies, TMP, safety analysis and other support activities.
- Operations Program: Provides direction to signal operations staff and staff responsible for coordinating work between Traffic Operations units, responding to operations issues and acting over the Division of Maintenance and Traffic Operations when required.
- Maintenance Program Support: Provides direction to staff for maintenance and traffic engineering support of major maintenance projects, preventive maintenance and field maintenance operations including, all electrical operations, and traffic engineering design and engineering support.
- Resource Management: Responsible for supporting development of the division's resource management, tracking and monitoring Capital Outlay and Maintenance allocations, operating expenses and personnel service dollar resources. The incumbent will develop a draft annual budget and make recommendations to the Deputy District Director for the final approval regarding Capital Outlay resources.
- Lead Damage Assessment Team and Emergency Operations Center during emergency events.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineering level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning. Transportation economics and financing. Factors which influence the impact of transportation facilities on the environment, the community and the economy. Supervisor's role in safety, health, labor relations and the department's Equal Employment Opportunity Program and the processes available to meet these program objectives. Principles and techniques of personnel management and supervision. Department's equal employment opportunity and labor relations objectives. Principles of supervision and training.

Ability to: Work effectively with all levels of management. Administer an engineering program. Plan and direct the work of others. Judge work quality and performance. Prepare technical correspondence and complete comprehensive reports. Prepare articles for publication. Address an audience effectively. Analyze situations accurately and adopt an effective course of action. Effectively contribute to Caltrans' Equal Employment Opportunity objectives. Communicate effectively.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the qualifications will be admitted into the examination process.

The first step in the examination process is the Position Specific Qualifications Evaluation, which is the appraisal of an applicant's Examination/Employment Application (STD. 678) and Statement of Qualifications. Applicants who achieve a passing score of 70% or higher on the Position Specific Qualifications Evaluation will be invited to the interview portion of the examination. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's **demonstrated**:

1. Knowledge of organization and policy issues facing Caltrans, (the Maintenance and Capital programs in particular), and the current responses to such issues.
2. Knowledge of budget processes, workload development and resource management.
3. Ability to develop and implement strategic, innovative and effective solutions for transportation problems.
4. Broad spectrum of interpersonal communication skills necessary to address a variety of internal and external issues.
5. Ability to effectively develop and lead a multi-disciplinary staff.
6. Ability to initiate, develop and maintain positive relationships with other agencies and interest groups.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678), which includes civil service titles and dates of experience. The application should specify the **classification, position title, and the following MSP Number: 15MSP62**
- Faxed or emailed applications will not be accepted.
- A Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications or completed State application (STD 678).
- "Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**"

State application and Statement of Qualifications must be received or postmarked by the final file date of **JANUARY 21, 2016**. Interagency mail received after this date will NOT be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Leslie Mazzeo (15MSP62)
1727 30th Street, MS-90
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Leslie Mazzeo at (916) 227-4176.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30th Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.